



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

ATTENTION OF

ATBO-C

AUG 05 2006

MEMORANDUM FOR SEE DISTRIBUTION

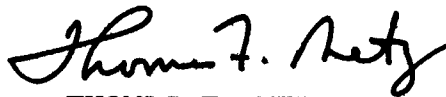
SUBJECT: Position Upgrades in Base Realignment and Closure
(BRAC) Affected Organizations

1. The impact of BRAC and the creation of the Headquarters, Training and Doctrine Command (TRADOC) Centers of Excellence will result in major restructuring actions across the command.
2. Effective immediately, permanent upgrade of positions in grades GS-12 through GS-15 (or equivalent) is prohibited. Upgrades due to an accretion of duties, reorganization, or assignment of additional duties and responsibilities are covered in this prohibition. Actions currently in the system requesting upgrades in the above listed categories require HQ TRADOC approval prior to final processing.
3. This prohibition does not prevent restructure of positions to lower grade for Voluntary Separation Incentive Pay purposes or temporary promotions to accomplish mission essential workload due to absence of military or civilian incumbent.
4. Requests for exceptions must include a justification supporting the grade increase, proposed job description, documentation supporting proposed grade, organizational structure, and other pertinent information to assist in the decision making process. Requests may be forwarded via e-mail to alice.ward@us.army.mil or to HQ TRADOC, Deputy Chief of Staff for Personnel, Infrastructure and Logistics, (DCSPIL), Civilian Personnel Directorate, 5D North Gate Road, Room 302, Fort Monroe, VA 23651-1048. Requests must be forwarded with approval at or above the Deputy Commandant level.

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5. Point of contact is Ms. Alice Ward, DSN 680-5223,
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THOMAS F. METZ
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

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